



**South Worcester County Communications Center
Webster, MA**

**Board of Director
Minutes**

for
October 1, 2014
Prepared by:

**CDRMaguire Inc.
Andrew Pellegrini**

Issued:

October 6, 2014

Next Meeting: Wednesday October 15, 2014 @ 10:00-11:30am at 357 Main St. New PD

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Bold Italic names were in attendance.

Date	Description	Responsible	Required By	Status
General Business				
100114.01	<u>Ms. Keefe</u> called the meeting to order at <u>10:05AM</u> The items below represent the discussion and actions taken by the Board of Directors at this meeting. All in favor to adjourn. <u>12:30PM.</u>			Info
100114.02	Motion to table the Meeting Minutes of 9/10/14 by: Mr. Fox Discussion: None Vote: All were in favor, hearing no further discussion, passed unanimously.			Record
100114.03	The next meeting will be as follows, Wednesday October 15, 2014 @ 10-11:30am			Info
011513.03	Operations Committee is working on protocol and procedural guidelines for Police\Fire\EMS dispatching. The Op's discussed the idea of beginning the transition sooner than the anticipated start date and ideas for getting the various personnel to meet and get to know each other and the respective Towns. Further Conversation to follow. 5/8/14 Tabled until the Director is hired. 7-1-14 Dispatch Director is developing and will report back to the BOD. Greg Lynskey submitted a Cross-Training outline to the BOD and Greg continues to communicate with the Webster & Dudley dispatchers. 7-15-14 Greg Lynskey is in the process of planning 2 (4hr) training sessions for the Webster & Dudley Dispatchers. 8-12-14 Two part-time Dudley Dispatchers have spoke with Greg L. and they will be doing (1) 4hr Training. Greg L. working with Nashoba on similar Policies and Procedures. 9-3-14 Greg L. continues to develop. 9-10-14 Work in Progress. 10-1-14 Greg L. is developing. Greg is hopeful to have a "Draft" for review on 10-15-14.	Greg L.		Ongoing
040814.07	Mr. McAuliffe to meet with SEIU 4/10/14. Mr. McAuliffe. to report the outcome at the next BoD meeting. 4/22/14 Mr. McAuliffe is waiting on a call back from Koppelman & Paige. 5/8/14 Need a separate meeting for this item.			

	<p>5-28-14 Executive Session was held on 5-14-14 to discuss this item. Mr. McAuliffe to continue talks w/ SCIU as the decision makers are on vacation.</p> <p>6-18-14 Meeting is scheduled for this Friday w/ Steve D.</p> <p>7-1-14 Mr. McAuliffe met with Steve D. Mr. McAuliffe to send contract language to the Dudley Selectmen and new Dudley Town Administrator. The IMA needs to be updated w/ Webster as the Fiduciary.</p> <p>7-15-14: Mr. McAuliffe continues to meet with SEIU.</p> <p>8-12-14 Greg B. to confirm what paperwork was sent to the Dudley Dispatchers.</p> <p>9-3-14 Greg B. and Mr. McAuliffe continue to meet w/SEIU. Mr. McAuliffe provided hand written notes from a 8-22-14 meeting w/SEIU. Meetings continue to be positive at this time.</p> <p>9-10-14 Same as above.</p> <p>10-1-14 Motion to discuss this topic in Executive Session: by: Mr. McAuliffe seconded: Mr. Fox Discussion: None Vote: All were in favor, hearing no further discussion, passed unanimously.</p>	Mr. McAuliffe/ Greg B.		Open
BUDGET				
042214.03	<p>It was discussed that a technology consultant is needed to review systems, policies and procedures, etc. Mr. Joseph suggested a Not to Exceed amount of \$9,999 to be approved.</p> <p><i>Motion to approve the allocation of funds was made by <u>Mr. Joseph</u></i></p> <p><i>Seconded by <u>Mr. McAuliffe</u></i></p> <p><i>Discussion: <u>None</u></i></p> <p><i>Vote: <u>Unanimous to approve.</u></i></p> <p>5/8/14 Chief Budrow is concerned with the overall funding and is confident that when the Director is appointed in June or July that he/she will be able to cover these responsibilities.</p> <p>5-28-14 See above.</p> <p>6-18-14 Same see above.</p> <p>7-1-14 Greg Lynskey to look into.</p> <p>7-15-14 Greg Lynskey received a quote from RCC in the amount of \$2,750 for a one day review of the SWCCC systems. Greg to verify scope w/ RCC.</p> <p>8-12-14 Greg L. waiting on quote from IXP.</p> <p>9-3-14 Waiting on a response from IXP. Andrew P. to call IXP.</p>			

	<p>9-10-14 Andrew P. spoke with Kevin Kearns from IXP and IXP is extremely busy at this time with not a lot of man power in the New England area. Kevin will review and get back to Andrew P. ASAP. Ms. Keefe stressed that if IXP could be of help by February 2015 to help with other communities joining the SWCCC that would be ok.</p> <p>10-1-14 Same as above.</p>	Andrew P.		Open
061814.03	<p>Greg Roberts informed the BOD that Comcast has bought Charter. The Comcast Fiber contract on the table would be for 36 months. \$1,000/mo. For the Webster PD and \$1,600/mo. for Fiber to Dudley. Comcast is willing to pick-up the construction costs if this contract is agreed to. BOD's to discuss at the next meeting.</p> <p>7-1-14 Charter will be forwarding the contract today to Greg R. and a meeting will take place next Tuesday 7-8-14 to discuss construction schedule, etc.</p> <p>7-15-14 Charter to submit construction plan for Fiber to Dudley on 7-17-14.</p> <p><u>Motion by Mr. Joseph</u> for Mr. McAuliffe to sign the contract/ agreement with Charter on behalf of the SWCCC BOD's. The motion was <u>seconded by Ms. Keefe</u>.</p> <p><u>Discussion: None</u></p> <p><u>Vote: Unanimous to approve</u></p> <p>8-12-14 Charter released paperwork to their construction dept. last Thursday. Still do not have a definite date as of today.</p> <p>9-3-14 Still no definite construction date from Charter. Greg R., Greg L., Andrew P. continue to contact Charter for a construction schedule. However, it has been noted that Charter is doing work on Main St. in Dudley today and this work could be related to getting Fiber to Dudley for the SWCCC.</p> <p>9-10-14 Although it continues to be extremely difficult to get answers out of Charter, Charter has committed to complete construction in Dudley by the end of September 2014.</p> <p>10-15-14 Charter is not finished with construction in Dudley. Charter continues to be difficult to communicate and get answers from, but Charter hopes to have the parts that are on order by 10-17-14. Mr. McAuliffe to reach out to Senator Moore.</p>	Mr. McAuliffe		Open
081214.01	<p>8-12-14 Pam and Andrew P. have reconciled the FY14 Budget. \$279,792 of monies not committed and Budget Mod. for \$31,142 is in with State 911 to be reimbursed for construction technology and wiring.</p>			

	9-3-14 Budget Mod. is in with State 911 for approval. 9-10-14 Waiting on response from State 911. 10-15-14 Same as above.	State 911		Open
090314.01	Greg L. has received quotes from Akuity \$2,900 plus \$4,000 for Labor to install and Government Connection \$2,500 for computers for internet access that will control virus exposure. Greg L. and Greg R. will install to save the \$4,000 in Labor costs.	Greg L.		Open
090314.02	<i>Motion by Mr. Joseph</i> for SWCCC to request a Budget Mod. from State 911 for the following items presented by Greg Lynskey: Motorola Portable Radios: \$3,750.69 Motorola Console Speakers: \$5,124 Internet Computers: \$2,532 Desklights for Eaton Furniture: \$757.76 The motion was <u>seconded by Mr. McAuliffe</u> . <i>Discussion: None</i> <i>Vote: Unanimous to approve</i>	Greg L.		Open
091014.01	Greg L. started the discussion of the hiring of a 7 th Dispatcher. 10-1-14 Motion to Post now for Part-time SWCCC positions. by: Mr. McAuliffe seconded: Mr. Fox Discussion: None Vote: All were in favor, hearing no further discussion, passed unanimously.	Greg L.		Open
091014.02	Greg L. submitted a proposal no.14-0204 from Haywood Associates Inc. in the amount of \$58,077.66 for GPS Equipment in vehicles. This item is tabled for Chief Wojnar's input. 10-15-14 Still being discussed.	BOOps/ BOD		Open
091014.03	9-10-14 <i>Motion by Mr. McAuliffe</i> to approve a budget Mod. for Power Phone in the amount of \$47,263 and User Licenses in the amount of \$2,950. The motion was <u>seconded by Mr. Fox</u>. <i>Discussion: None</i> <i>Vote: Unanimous to approve</i>	Greg L.		Open
100114.01	10-1-14 Motion to submit a Budget Mod. for Orlando Annulli PCO's 89 & 89b not to exceed 5,000 from FY15 transition expenses: by: Mr. Fox seconded: Mr. Balukonis Discussion: None Vote: All were in favor, hearing no further discussion,	Andrew P./ Greg L.		Open

	<i>passed unanimously.</i>			
100114.02	10-1-14 Motion to submit a Budget Mod. Motorola RAD multiplexer to provide a TDM link from Webster Dispatch to Dudley Fire and Police in the amount of \$46,158: by: Mr. Balukonis seconded: Mr. McAuliffe Discussion: None Vote: All were in favor, hearing no further discussion, passed unanimously.	Greg L.		Open
100114.03	10-1-14 Motion to submit a Budget Mod. for American Alarm proposal #6935-1-0 in the amount of \$9,921 for Dudley Hall Panic buttons: by: Mr. Fox seconded: Mr. Balukonis Discussion: None Vote: All were in favor, hearing no further discussion, passed unanimously.	Greg L.		Open
100114.04	10-1-14 Motion to submit a Budget Mod. for IMC in the amount of \$173,315 out of FY15 Transition Expenses for Data Conversion and Licensing for a Central Database: by: Mr. McAuliffe seconded: Mr. Balukonis Discussion: None Vote: All were in favor, hearing no further discussion, passed unanimously.	Greg L.		Open
100114.05	10-1-14 Motion to give the Dispatch Director signing authority pending State 911 approval: by: Mr. McAuliffe seconded: Mr. Fox Discussion: None Vote: All were in favor, hearing no further discussion, passed unanimously.	State 911		Open
SCHEDULE				
061814.01	Chief Budrow informed the BOD that the new Police Department opening date is looking like 8-15-14 and Dispatch "Go Live" date 9-1-14 due to project delays Wall Design and the Handicap Jail Cell Design). 7-15-14 The "Go Live" date of the Webster Police and the SWCCC Dispatch is looking more like September 2014 as of today. 8-12-14 The Webster Police are scheduled with E911 for a cut over date of September 10, 2014. Dudley to join SWCCC hopefully by the end of September. 9-3-14 The Webster Police E911 cutover date has changed to September 24, 2014. Dudley to "Go Live" at the			

	SWCCC center hopefully by October 15, 2014. 9-10-14 Same as above. 10-1-14 Webster went live in the new SWCCC Dispatch Center on 9-24-14. Dudley will join when Charter is complete with construction in Dudley.	All		Open
090314.01	Greg L. submitted a list of outstanding items that need to be complete in Dudley prior to Dudley joining the SWCCC. These items are ongoing. 9-10-14 Same as above. 10-1-14 Ongoing	All		Open
CONSTRUCTION				
070114.01	Dudley is still working with an older technology monitoring system. Webster does not use this system anymore. The SWCCC Dispatch will have to tie into Dudley's older system if possible. Board of Operations to investigate. 7-15-14 Greg Lynskey received a quote from LW Bills to tie the Dudley Fire monitoring system into the SWCCC Dispatch for around \$150K. Board of Operations to continue to explore other options. 8-12-14 Board of Operations still investigating. 9-3-14 Dudley Fire Chief Kochanowski continues to meet with Monitoring companies and is hoping to have this resolved by October 1, 2014. 9-10-14 Same as above. 10-1-14 The Dudley Town Buildings are complete except for the Town Hall and Chief Kochanowski is working with the final few businesses in Dudley to convert to the new monitoring.	Chief Kochanowski		Ongoing
090314.01	American Alarm Wiring is in place in Dudley. American Alarm cannot finish there scope of work until Charter has Fiber to the Dudley Police & Fire. All new Key FOBS will be supplied for the Dudley PD. 9-10-14 American Alarm waiting on Charter Fiber to Dudley PD/ FD. 10-1-14 Same as above.	Charter		Open
090314.02	IMC Conversion of records will hopefully be completed by the end of Spring 2015.	IMC/ SWCCC		Open